



# INSTRUCTIONAL GUIDE SPECIAL EVENT PERMIT APPLICATION



Snohomish County Planning and Development Services  
Fire Marshal  
2<sup>nd</sup> Floor – Administration Building

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Phone: (425) 388-3557  
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Application for a special event permit shall be submitted to the Office of the County Fire Marshal at least 30 business days prior to the date of event. Applications submitted less than 30 business days will only be accepted if the department finds that there is adequate time to properly process the request. **Applications received less than 30 days prior to the event may be returned without consideration.** Incomplete applications received will also be returned. An application shall be considered incomplete if it does not include all of the following items:

- Snohomish County special event permit application
- Detailed site diagram (see below)
- Payment of the permit fees (see below)
- Special occasion liquor license (if applicable)
- Certificate of Insurance including an Additional Insured Endorsement, or its equivalent, naming Snohomish County, its officer, elected officials, agents and employees as additional insured

## Site Plan

A site plan depicting the layout of the event is required. Some events may require both types of site plans.

### **Indoor events require the following information:**

Event held inside a structure(s) having more than 1000 people in attendance will require one trained Crowd Manager for every 250 people in attendance.

- Floor plan indicating layout and dimensions of the structure(s)
- Aisle widths
- Exit width and locations
- Fire extinguisher placement - including size and type of extinguisher
- Locations of any cooking facilities
- Locations of LPG tanks and size, if applicable
- Locations of any flammable or combustible liquids and quantities
- Locations of any open flame or spark producing equipment

### **Outdoor events require the following information:**

- Site plan depicting property lines, dimensions and North arrow
- Locations and widths of emergency vehicle access
- Locations of all booths, concessions, displays, stages, tents, canopies etc. labeled as to type of use and size
- Location and size of LPG tank(s) (if applicable) along with distances from structures
- Location of generator(s) (if applicable), type of unit and distance from structures
- Indicate location and type of cooking i.e. barbecue, grill, etc. (if applicable)
- Locations of fire hydrants
- Locations of any flammable or combustible liquids and quantities
- Locations of any open flame or spark producing equipment

## Permit Fees

<u>Special Event Type</u>	<u>Number of Participants</u>	<u>Permit Fee</u>	<u>3% Technology Surcharge</u>
Private	50 or more	\$430	\$12.90
Public	50-99	\$430	\$12.90
Public	100 or more	\$490	\$14.70

Prior to issuance of the permit, our office will review the application to establish the conditions associated with the event. Once issued, the permit will be sent to you by mail unless other arrangements have been made. It will be the responsibility of the applicant to have the permit at the site at the time of the final inspection. You will be required to contact our office at least 24 hours prior to schedule a final inspection. (Please keep in mind our office hours are 8:00 am – 4:00 pm, Mon – Fri) All setup must be completed prior to the inspection. Be sure to allow yourself enough time to be able to make any corrections the inspector may require.

## **FINAL APPROVAL OF THE PERMIT IS SUBJECT TO AN INSPECTION APPROVAL AT THE TIME OF SETUP**

*"The Fire Marshal's Office provides safe livable environments through inspections, investigations and education".*